



## Satisfactory Academic Performance Esthetics

Western Suffolk BOCES wants all students to succeed in the programs it offers. To earn a certificate of completion, BOCES has established the following criteria for both attendance and academic progress that students must meet in the program for Esthetics.

### **Evaluation**

Students will have a formal evaluation of their academic progress at 450 scheduled hours. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Students who come under "Warning" status may come out from under that status by meeting minimum attendance and academic requirements by the time of the subsequent evaluation period. Title IV funding will continue until the next evaluation period following a first "Warning" issuance. If a student receives a subsequent warning status, he/she will no longer be eligible for Title IV funding.

### **Leave of Absence**

Students may be granted a leave of absence from their program for reasons deemed acceptable and necessary. If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as he or she had prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Being granted a leave of absence in no way reduces the obligation on the part of the student to complete his or her program in the allotted time frame. All programs must be completed within the 150% time frame of the program's scheduled hours.

### **Withdrawal**

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal, assuming there is adequate time left to complete the program within the 150% time frame. Noncredit, remedial, and repeated courses do not apply to the Satisfactory Academic Performance evaluation criteria at this institution.

### **Transfer Hours**

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **Minimum Grade Average/Attendance**

Students in the Esthetics Program must maintain a minimum grade of 70% and a minimum attendance record of 70%. All missed classes, modules and sections must be made up and they must be made up within the 150% time constraint.